

EVACUATION PROCEDURE



If evacuation is required you will hear a loud, chirping alarm. Evacuate the building using the nearest exit and proceed to the rally points designated on the posted evacuation maps. Visitors should contact your guide during any emergency, to ensure you are accounted for.

All exits are clearly marked by an exit sign. Specific exits are designated for emergencies only and will sound an alarm when opened.

SEVERE WEATHER



If severe weather requires taking shelter, you will be notified a long siren alarm. Everyone should report to the designated shelters located throughout the facility, including bathrooms, inner training room or the locker rooms. Again, Visitors should remain with their host.

GENERAL INFORMATION

Dakkota Integrated Systems, LLC
1875 Holloway Dr.
Holt, MI 48842
Phone 517-694-6500
Fax: 517-694-8069

Normal business hours are:
8:00 AM to 5:00 PM

Production may operate 24 hours - 7 days a week. All visitors must enter through the front lobby and sign the visitor's register. Walkman and cell phones are not permitted in the production areas.

TOBACCO POLICY

Dakkota is a tobacco free facility. Smoking or tobacco chewing is not allowed in the building. The designated smoking area is located at the rear employee entrance.

PROPER ATTIRE

Visitors and employees are expected to dress in business casual or proper attire suited to the job being performed. Open toe shoes and sandals are not allowed in production areas.

PROPER CONDUCT

Visitors and employees are expected to conduct themselves professionally in accordance to Dakkota's Ethical Business Conduct, Sexual Harassment practice and Violence in the Work Place practice.



Holt, Michigan

**E H S &
Information
Bulletin**



OUR ENVIRONMENTAL MISSION

The goal of the organization is to maintain a work environment free from recognized hazards, and to continually improve our processes so that we promote environmental preservation and the prevention of pollution.

Top Management will ensure that environmental objectives are established, reviewed and communicated to our employees. Top Management will ensure the Environmental Management System is fully implemented, communicated and maintained current with all Legal, Customer and Shareholder expectations.

Each employee is responsible to comply with all environmental rules, regulations, and standards, including the prompt reporting of any environmental concerns.

Through successful training and awareness, we will achieve our goal.

Reduce, Recycle, Reuse

We are a state-of-the-art assembly facility, manufacturing automotive components. We are QS 9000 and ISO 14001 certified. Copies of certificates are available upon request.

The safety of our employees and visitors is our number-one concern. To ensure your safety while in this facility we ask that you take a moment to read this summary of policies and procedures. If you should have any questions concerning this material or if you have suggestions to improve our facility, please pass them on to your supervisor or if you are a visitor pass them on to your host.

OUR QUALITY MISSION

We are the integration specialist and production providers of complete Interior products to the Automotive Industry.

We are striving to become a benchmarked operation who provides the world's best automotive products and services.

We are devoted to meeting the ever increasing challenge of exceeding both our Customer and Shareholder expectations. Our Innovations will ensure that our **product**, our **delivery** and **service** will always be ahead of our competition. Operationally, we will deploy continual improvement methodologies that become cultural traits of our business.

We are a business committed to employee satisfaction, community contributions, customer satisfaction and environmental preservation.

**Safety, Quality, Unity,
Accuracy & Delivery**

SAFETY PROCEDURES

Please pay special attention to safety indicators and instructions at all times. Please note:



- Warning signs are posted throughout the plant where specific hazards are present e.g., Authorized Personnel Only, Non-designated Walk Area, etc.
- Strobe Lights and Audible Alarms indicate material-handling equipment is in the area. Please be alert for traffic and remain clear of the pathway.
- Small parts are used throughout this facility. Every effort is made to keep the floor clean; please watch your step.
- Only certified employees may operate material handling equipment. (Hi-lo, etc)
- All visitors working in the production areas are required to wear a "Safety Vest" at all times.

Do you have any suggestions?

It is a top focus of this division to maintain employee and visitor safety at all times. If at any point you wish to report a safety or environmental concern, please contact your escort or see the Receptionist in the lobby.

MEDICAL ASSISTANCE

If you are injured or need medical assistance, notify your Dakota host, supervisor, or page the Receptionist.



MATERIAL SAFETY DATA SHEET

All chemicals used at Dakota must have an MSDS on file. MSDS files are located in Maintenance and Document Control.

Chemicals and other hazardous materials brought into the building must first be approved by the Environmental Health & Safety group. A copy of the MSDS sheet must be submitted to the Environmental, Health & Safety group for review.

Upon leaving, all materials must be removed from the facility. This includes spent aerosol cans or empty containers of any sort.